



## Program Description

The Robbins Library and the Fox Branch Library are vital community centers for all. Library staff, trustees, and dedicated volunteers create opportunities for lifelong learning, personal fulfillment, and enjoyment. The library responds to citizens' needs with services and activities in a welcoming setting built on a history of free and equal access for all Arlington residents. Library staffs select, purchase, and process a wide range of library materials including books, periodicals, audio-visual, and downloadable materials. Reference assistance and reader's advisory services are offered in person and via email, chat, and phone. Access is provided to multiple electronic resources and innovative, engaging programs are offered for all age groups.

Library staffs maintain efficient recordkeeping for over 200,000 items in the physical collection and access to over 120,000 titles in the digital library through shared resources of the Minuteman Library Network and resources purchased exclusively for Arlington cardholders. The Library promotes curiosity and the love of reading in children, teens, and adults and provides materials and services which support formal learning as well as the desire for entertainment and personal growth.

## Budget Statement

The total projected FY21 budget will meet the state municipal appropriation requirement for library certification, which in turn affords Arlington residents borrowing privileges at local libraries and through the Minuteman Library Network interlibrary loan system.

## FY2021 Objectives

- Promote the Reimagining Our Libraries capital improvement projects at the Robbins Library and Fox Branch Library by supporting the Arlington Libraries Foundation in preparing for a capital fundraising campaign, and by working with town leadership and appropriate departments to explore public/private opportunities for the Fox Library site.
- Publicize and begin implementing the new Strategic Plan for Arlington's Libraries, a five-year long-range plan beginning in 2021.
- Identify new ways to promote the fine-free initiative among community groups.
- Increase library card registrations and overall circulation/use.
- Renovate the circulating art prints collection with a local arts focus, complete the deaccessioning of the Winfield Robbins Art Prints collection through sale or gift, and pursue the related goal of applying trust funds to future library improvements.
- Promote increased use of the Library of Things, including developing programming and partnerships to support the maker community.
- Promote the Library as a key component of Arlington's cultural landscape as a Core Managing Partner of the Arlington Cultural District and as a Commissioner for the Arlington Commission for Arts and Culture.

## PROGRAM COSTS

| Libraries          | FY2019<br>Actual | FY2020<br>Budget | FY2021<br>Request | FY2021<br>Town Mtg. |
|--------------------|------------------|------------------|-------------------|---------------------|
| Personnel Services | 1,851,631        | 1,984,238        | 2,070,127         |                     |
| Expenses           | 494,340          | 538,880          | 538,880           |                     |
| <b>Total</b>       | <b>2,345,971</b> | <b>2,523,118</b> | <b>2,609,007</b>  | <b>-</b>            |



### Major Accomplishments for 2019

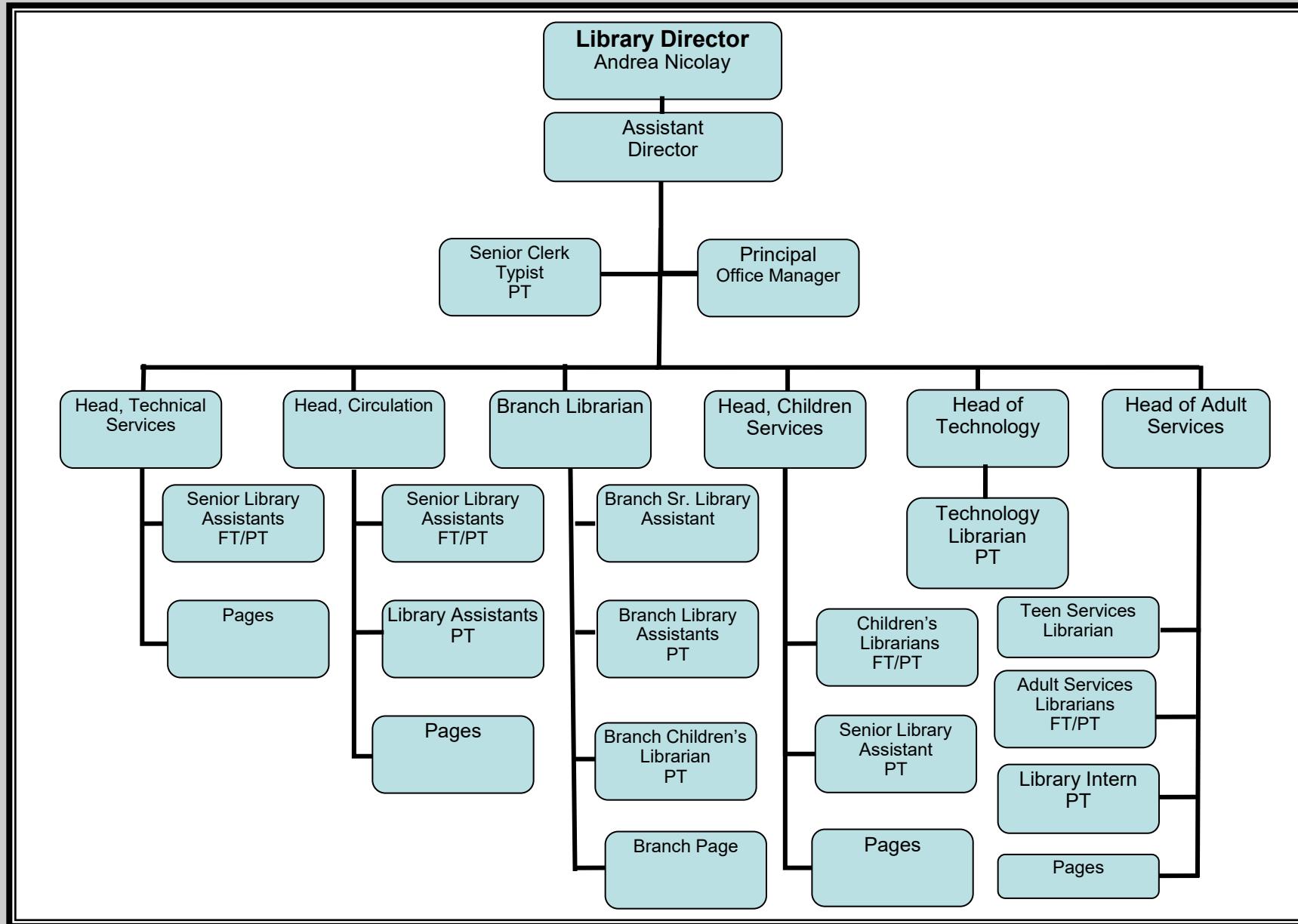
- Eliminated overdue fines, removing a socioeconomic barrier to library use and promoting equality among borrowers of physical and digital materials.
- Presented the FY18 Reimagining Our Libraries building studies and conceptual designs to the Capital Planning Committee, setting the Robbins Library and Fox Branch Library on a path for major improvements.
- Following an appraisal of the Winfield Robbins Art Prints collection, gained permission through Town Meeting to deaccession the collection.
- Completed an RFP process and awarded a lease for a children's resale shop space in the Fox Library.
- Held the third annual Pride Prom with over 50 teens attending. The event also attracted national media attention and was co-sponsored with the Arlington Rainbow Commission, Queer Mystic, Arlington Center for the Arts, Waltham Public Library, Newton Free Library, and the Housing Corporation of Arlington.
- Held community education events and a teen-designed vaping cessation program co-sponsored by AYHSC to help address the vaping epidemic.
- Partnered with Arlington EATS to establish the Robbins Library as a distribution site for lunches on Fridays in July and August.
- Opened the Robbins Library as a cooling center on Sunday, July 21 during the heat wave, and offered family-friendly films in the Community Room.
- Joined the Housing Corporation of Arlington's Human Services Network, a collaboration of relevant Town departments and non-profit social services organizations working to identify and stabilize vulnerable community members by connecting families and individuals to resources that promote healthy living.
- As a Managing Partner of the Arlington Cultural District, won the maximum \$5,000 grant from the Mass Cultural Council, which helped fund a new visitors' brochure to promote the District and the Arlington Commission for Arts and Culture website, [artsarlington.org](http://artsarlington.org).

### STAFFING

| Libraries              | FY2019<br>Actual | FY2020<br>Budget | FY2021<br>Request | FY2021<br>Town Mtg. |
|------------------------|------------------|------------------|-------------------|---------------------|
| Managerial             | 1                | 1                | 1                 |                     |
| Clerical               | 14               | 14.5             | 14.5              |                     |
| Professional/Technical | 15.65            | 15               | 15.8              |                     |
| Custodial/Bldg. Maint. | 0                | 0                | 0                 |                     |
| <b>Total</b>           | <b>30.65</b>     | <b>30.5</b>      | <b>31.3</b>       |                     |

### Performance / Workload Indicators

| Library                      | FY2017<br>Actual | FY2018<br>Actual | FY2019<br>Actual | FY2020<br>Estimated |
|------------------------------|------------------|------------------|------------------|---------------------|
| Total circulation            | 731,597          | 741,374          | 749,636          | 750,000             |
| Physical materials           | 666,966          | 663,644          | 643,004          | 630,000             |
| E-content                    | 64,631           | 77,730           | 106,632          | 120,000             |
| Interlibrary loans processed | 143,729          | 148,384          | 153,964          | 150,000             |
| Reference questions answered | 89,480           | 63,969           | 70,609           | 75,000              |
| Children's programs          | 451              | 436              | 467              | 480                 |
| Adult and YA programs        | 228              | 225              | 236              | 240                 |
| Visits to Robbins Library    | 286,667          | 336,381          | 343,421          | 350,000             |
| Uses of meeting rooms        | 1,136            | 1,200            | 1,471            | 1,500               |





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